



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Natural Resources, Department of. Law Enforcement Division.

Agency: Law Enforcement Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-57	<b>LAW ENFORCEMENT DIVISION CASE REPORTS</b> A typical case report may include Indiana Information and Summons (SF 41170), Complaint and Summons, Warning Record (SF 41220), Indiana Conservation Office Case Report (SF 44337), and/or Indiana Conservation Officer Supplemental Case Report (SF 44338). Files are arranged by the case number within the calendar year date of the incident and location of the incident. File may also be a Specialty Case Report, such as a drowning, boating accident or a Recreational Vehicle Accident. No fiscal or fiscally related records are contained in this series.  Disclosure of these records may be subject to IC 5-14-3-4(b)(1). Retention partially based on IC 35-41-4-2(a)(1) and IC 35-41-4-2(j), and the instructions of the Law Enforcement Division of the Department of Natural Resources.	TRANSFER to the RECORDS CENTER three (3) calendar years after filing of an indictment information or complaint before a court having jurisdiction. DESTROY after an additional seventeen (17) calendar years in the RECORDS CENTER and after final adjudication by the court. TOTAL RETENTION: Twenty (20) calendar years after filing of an indictment information or complaint before a court having jurisdiction and after final adjudication by the court.
2	91-53	<b>GINSENG DEALER FILES</b> Each in-state or out-of-state ginseng dealer has a file maintained by the dealing year. The file typically contains the Annual Summary (SF 50418), the Certificate of Shipment of Ginseng Dug In Indiana (SF 31261), the Log of Transactions for Ginseng Dealers (SF 293), the Purchase of Out of State Ginseng (SF 50417), the Ginseng Dealer No Activity Report (SF 50416), and the Ginseng Dealer's Report of Commerce (SF 23710). The Ginseng Dealer's Annual Summary Report is received annually and is matched to the data contained on the Certificate of Shipment of Ginseng Dug In Indiana.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, five (5) calendar years after the end of the harvesting year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	2011-02	<b>PASSENGER-FOR-HIRE-WATERCRAFT-APPLICATION/INSPECTION</b> Pursuant to IC 14-15-6-1, the Department of Natural Resources through its Law Enforcement Division, shall inspect and register a boat before it is operated upon public water to carry passengers for hire. Files consist of the Application for Inspection, Passenger-For-Hire-Watercraft, the Dockside Inspection Worksheet-Passenger-For-Hire-Watercraft (SF 11233) and the Drydock Inspection Worksheet, Passenger-For-Hire-Watercraft (SF 02708). The Department of Natural Resources shall charge and collect a fee for the inspection listed in IC 14-15-6-3. Retention based on IC 14-15-6-3(a)(2).	TRANSFER to the RECORDS CENTER two (2) years after the end of the inspection year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years after the end of the inspection year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	2011-03	<b>SPECIAL PERMIT TO POSSESS A TAXIDERMY MOUNT OF A WILD BIRD OR ANIMAL PROTECTED BY STATE AND/OR FEDERAL LAW</b> These permits (SF 41719) may be granted only to an agency or institution that engages in wildlife education or research as a primary function. The permit recipient must notify the Department of Natural Resources prior to disposal of the taxidermy mount. A conservation officer must inspect the premises of the permit recipient and approve and sign the permit. The permit is valid as long as the recipient holds the taxidermy mount.	DESTROY after the DEPARTMENT OF NATURAL RESOURCES has verified that the recipient has disposed of the taxidermy mount.

5	2011-04	<p><b>APPLICATION/PERMIT FOR RECREATIONAL EVENTS ON PUBLIC WATERS-ICE</b></p> <p>Pursuant to IC 14-15-5-1 thru IC 14-15-5-3, and 312 IAC 2-4-1, individuals or organizations desiring to have such an event must be issued a permit by the Department of Natural Resources. A permit (SF 15832) issued under an adopted rule terminates on the earlier of the following: (1) The termination date set forth in the permit, or (2) 180 days after issuance of the permit. No fee is required but subsequent to the permit issuance, IC 4-21.5-1 applies. Retention based on IC 34-11-2-6 and IC 4-21.5-1-4.</p>	DESTROY five (5) years after the date of the event.
6	2011-05	<p><b>APPLICATION/PERMIT FOR RECREATIONAL STRUCTURES ON PUBLIC WATERS</b></p> <p>Pursuant to IC 14-15-7-3, with certain exceptions, a written permit (SF 15831) is required from the Department of Natural Resources to place, locate, or maintain a navigation aid or water recreation structure upon public waters. Also included in this record is an Application/Permit for Installation of Navigational Safety Aids on Public Waters. No fee is required. An example could be a water ski jump.</p>	DESTROY one (1) year after removal of the structure.
7	2011-06	<p><b>TURN IN A POACHER (TIP) STATISTICS</b></p> <p>The "Turn in a Poacher" program began in 1984 and has its own, non-state, incorporated advisory board. A conservation officer from the Division serves as the coordinator for the program. Telephone calls to two "hot lines" at the Division's North and South Regional Headquarters are responded to and incidents investigated by an officer or officers. The investigative report is completed and a recommendation made to the board concerning any reward payments and how much. The coordinating officer maintains only statistics on numbers of persons and dollar amounts of any rewards. The TIP Advisory Board pays any rewards from donations, fund-raisers and court orders. The case report is maintained in Record Series Number 79-57.</p>	DESTROY four (4) years after the TIP Advisory Board pays any reward.
8	2011-07	<p><b>LAW ENFORCEMENT DIVISION ACTIVITY REPORTS</b></p> <p>These reports consist of the Indiana Conservation Officer's Monthly Report (SF 09986), plus the conservation officer's district report and the conservation officer's regional report. A conservation officer completes the monthly report and submits it to the District. The District Office staff summarizes the monthly report and then submits its District report to the appropriate North or South Regional Office. An annual activity report is prepared and submitted to the Director of the Department of Natural Resources. These reports explain Division activities and can document to other DNR Divisions time spent on activities affecting these other Divisions. They can also be useful reports for budgeting purposes. This record is also maintained in electronic format.</p>	DELETE/DESTROY four (4) years after the completion of the annual report and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

9	2011-08	<b>CLAIM FOR LAW ENFORCEMENT (CONTINUING) EDUCATION</b> This Division must petition a court to receive any portion of fees collected for the Conservation Officers Training Fund established by IC 5-2-8-7. The record is arranged by court by calendar quarter and the court also retains a copy. The court name, type, cause number, defendant's name, disposition date and case number are essential data elements. IC 33-37-4-1(b)(4), and IC 33-37-4-2(b)(3). IC 33-37-8-4 and IC 33-37-8-6 list courts and fees and funds receiving fees. Pursuant to IC 5-2-8-7(d), money in excess of one hundred dollars that is unencumbered and remains in the conservation officers' training fund for at least one calendar year from the date of the deposit shall, at the end of the state's fiscal year, be deposited in the law enforcement training fund established under IC 5-2-1-13(b) for collection and distribution of fees. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) State Fiscal Years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) State Fiscal Years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
10	2011-09	<b>REGISTRATION FOR HUNTER EDUCATION COURSE</b> As hunter education courses are planned, a conservation officer or volunteer completes this form (SF 45780) to determine what supplies or equipment are needed and their quantities. No fiscal data is present.	DESTROY one (1) calendar year after completion of the course.
11	2011-10	<b>FINAL REPORT FOR EDUCATION COURSE</b> After the course completion, the Coordinating Instructor completes the report and submits it to District Headquarters. The number of students, graduates and non-graduates, sponsoring organization and affirmative action data for the U.S. Fish and Wildlife Service are included. Indiana residents who hunt out of state often contact this Division frequently to verify hunter or other outdoor education course completion for an extensive time period after the course completion. Certain data elements are entered into a computer and the paper records are also maintained. Records from 1974 to 1986 are paper in addition to Computer Output Microfiche (COM). The U.S. Fish and Wildlife Service in the U.S. Department of the Interior partially reimburses the Department of Natural Resources in accordance with 50 CFR 80.1 and 50 CFR 83.1. Disclosure of these records may be subject to IC 5-14-3-4(b)(3) and (4).	TRANSFER hard copy records to the RECORDS CENTER after computer data entry. DESTROY hard copy records twenty (20) calendar years after the student graduation date. INPUT new student data onto new computer media three (3) calendar years after the student graduation date.
12	2011-11	<b>APPLICATION FOR CERTIFICATION AS A VOLUNTEER OUTDOOR EDUCATION INSTRUCTOR</b> This agreement (SF 38445) is entered with the Department of Natural Resources to govern volunteer services. The applicant is a temporary Department of Natural Resources employee and not for compensation and worker's compensation will be the sole and exclusive remedy for any injury incurred as a volunteer. A background investigation of the applicant is made and a conservation officer recommends approval or non-approval. Retention based on IC 34-13-1-1.	DESTROY ten (10) calendar years after the volunteer is no longer qualified as an instructor.
13	2011-12	<b>EVALUATION OF INSTRUCTOR FOR OUTDOOR EDUCATION PROGRAM</b> An Indiana conservation officer must complete an instructor's evaluation (SF 45829) at least once every two (2) years. This evaluation is intended as an aid in improving instructor presentations and tabulated results will assist in the formation of workshop topics and future guides and aids. Disclosure of these records may be subject to IC 5-14-3-4(b)(8).	DESTROY two (2) calendar years after the last evaluation date.

14	85-572	<b>DNR LICENSES</b> Licenses and renewals issued to DNR properties and staff by other regulatory bodies, and supporting documentation. These may include special, radar, citizens band, experimental research (wildlife tracking), marine, and aircraft licenses, as well as related information submitted to the Forestry/Conservation Communications Association, Association of Public Safety Communication Office, Federal Aviation Agency, and other license-granting agencies. All renewal periods are five (5) years or shorter.	DESTROY original licenses, subsequent renewals, and any supporting or modifying documents ten (10) years after each document is filed or received, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
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